



State University of New York
ERIE COMMUNITY COLLEGE

Applications are being accepted for the Position of:

OPEN TO CSEA TRANSFERS (POTENTIAL)
#550-01-01-2007

JANUARY 31, 2007

RECEPTIONIST RPT

(CSEA)

SOUTH CAMPUS FACILITIES

REGULAR PART-TIME/PERM/PROB JOB GROUP III SALARY/HOURLY: \$ 11.563/HOUR
(20 to 39 hours per week)

DESCRIPTION: The work involves serving at a reception desk of a County department, institution, clinic or agency receiving and directing callers and performing routine clerical tasks. Work is performed under the supervision of an administrative, technical or clerical employee of higher rank. Responsible for receiving clients, patients, officials and the general public in person or on the phone, referring them to the proper staff member and maintaining related records and files. Does related work as required.

REQUIREMENTS: Good knowledge of office terminology, procedures and equipment; working knowledge of functions and organizations of the agency to which assigned; ability to meet the public and get along well with others; ability to type routine correspondence, reports and records; ability to understand and follow routine oral and written instructions; tact and courtesy; neatness of appearance; industry and dependability; initiative and resourcefulness; must be physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and supplemented by one (1) full-time year of office experience which included public contact. Computer experience desired.

Send cover letter referencing Job#550-01, resume and completed ECC Application by: February 9, 2007

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES
ERIE COMMUNITY COLLEGE
4041 SOUTHWESTERN BOULEVARD
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application go to: WWW.ECC.EDU, Go to Jobs at ECC, Click on Job Postings, Click Application

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Vietnam Era veterans are encouraged to apply.